

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS

**NOTICE TO MEMBERS OF THE BAR**

ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF  
PROCEEDINGS BEFORE U.S. DISTRICT JUDGE JEANNE E. SCOTT  
SPRINGFIELD DIVISION

U.S. District Judge Jeanne Scott's court reporter is participating in a pilot project regarding the electronic availability of transcripts. Such participation means that this Court will adhere to the following policy on electronic availability of transcripts of court proceedings before making official transcripts of court proceedings electronically available to the public. The pilot project will apply to all transcripts of proceedings or parts of proceedings held before Judge Jeanne E. Scott in the Springfield Division ordered on or after **February 13, 2006**, regardless of when the proceeding took place. Please read this policy carefully. This policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public.

On or after February 13, 2006, whenever an official transcript of a proceeding has been filed by Judge Scott's court reporter, a Notice of Filing of Official Transcript will be served on all parties in the case. If necessary, a party must file a Notice of Intent to Request Redaction (sample attached) within five business days of the filing of the official transcript by the Court Reporter. If a party fails to request redaction within this time frame, the transcript may be made electronically available without redaction. A copy of the officially filed transcript will be available for review or purchase from the Clerk's Office or for purchase from the Court Reporter during this five-day period in paper form or on CD.

**Counsel are strongly urged to share this notice with all clients** so that an informed decision about the inclusion of certain materials may be made. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk and Court Reporter will not review each transcript for compliance with this rule.**

If a party files a Notice of Intent to Request Redaction, the transcript will not be made remotely electronically available to the general public until the redactions have been made. A copy of the officially filed transcript will be available for review or purchase from the Clerk's Office or for purchase from the Court Reporter during this time. Within 21 calendar days from the filing of the transcript with the Clerk, or longer if ordered by the Court, the parties must e-file with the Court a Motion of Requested Redactions indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted. Access to this motion will be restricted to the Court and the attorneys of record in the case.

April 21, 2006

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For example, if a party wanted to redact the Social Security number 123-45-6789 appearing on page 12, line 9 of the transcript, the Motion of Requested Redactions would include: "Redact the Social Security number on page 12, line 9 to read xxx-xx-6789." A party is only responsible for reviewing and indicating the redactions in the testimony of the witnesses it called and its own statements (e.g. opening statements and closing arguments).

Counsel are urged to request, at the very least, redaction of the following personal data identifiers:

1. Minors' names: use the minors' initials;
2. Financial account numbers: use only the last four numbers of the account number;
3. Social Security numbers: use only the last four numbers;
4. Dates of birth: use only the year;
5. Home addresses to the city and state.

Counsel appointed pursuant to the Criminal Justice Act may claim compensation, at the applicable rate, for the time spent reviewing the transcript and preparing the Motion of Requested Redactions, as well as for costs associated with obtaining a copy of the transcript.

Please direct all questions concerning the Court's participation in this pilot project to Pam Robinson, Chief Deputy Clerk, 217-492-4027 or [Pam\\_Robinson@ilcd.uscourts.gov](mailto:Pam_Robinson@ilcd.uscourts.gov)

IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS  
Springfield Division

	,	)	
		)	
Plaintiff(s),		)	Case No.
		)	
vs.		)	
		)	
_____ ,		)	
		)	
Defendant(s).		)	

**NOTICE OF INTENT TO REQUEST REDACTION**

Notice is hereby given that a Motion of Requested Redactions shall be e-filed with the Court within 21 days from the filing of the transcript with the Clerk of Court. Access to the Motion of Requested Redactions will be restricted to the Court and attorneys of record in the case.

s/ \_\_\_\_\_  
Attorney for (Plaintiff or Defendant)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_ (Date) \_\_\_\_, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following: \_\_\_\_\_, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants: \_\_\_\_\_.

s/ \_\_\_\_\_